

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUGFREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL

# CEA

## Career Executive Assignment

CALIFORNIA COMMISSION ON TEACHER CREDENTIALING



### EXAMINATION ANNOUNCEMENT

The California Commission on Teacher Credentialing seeks an experienced individual with strong administrative, management, and leadership experience; an understanding and appreciation of the mission and structure of the Commission; and a superior reputation among education, teacher preparation, teacher licensure experts, and/or state officials to direct the Certification, Assignment and Waivers Division.

**DEPARTMENT:** California Commission on Teacher Credentialing

**POSITION TITLE:** Director, Certification, Assignment and Waivers Division

**SALARY:** \$7302 - \$8051

**FINAL FILING DATE:** August 18, 2006

*Applications and Statements of Qualifications must be postmarked by the final filing date.  
(Faxed applications will not be accepted.)*

**Agency** - The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 by the Ryan Act and is the oldest of the autonomous State standards boards in the nation. The Commission serves as a State standards board for education preparation for the public schools of California, the licensing and credentialing of professional educators in the State, the enforcement of professional practices of educators, and the discipline of credential holders in the State of California. The mission of the California Commission on Teacher Credentialing is to assure the talented educators that our students deserve and our communities require by ensuring that those who educate the children of California are academically talented and professionally prepared.

**Duties/Responsibilities** - Under the administrative direction of the Executive Director, this position functions as the Director, Certification, Assignments and Waivers Division, California Commission on Teacher Credentialing. The incumbent is responsible for directing the statewide California teacher credentialing operations and development and implementation of program and policies relating to the Commission's mission of ensuring excellence in education by encouraging high standards of quality and diversity under which teachers are licensed to teach in California. The Director provides planning, policy direction, and goals for the Certification, Assignment and Waivers Division to ensure the interpretation, application, and enforcement of the provisions of the Education Code and the rules and regulations of the California Commission on Teacher Credentialing for the development, approval, and evaluation of credential programs; development and validation of assessment and confirmation of credential applicant's competence and performance in teaching; completion of special research projects in the field of teacher certification; and the review, monitoring, and evaluation of teacher licensure programs. Coordinates communication with Commissioners, legislative staff, officials of Institutions of Higher Education (IHEs), educational organizations, and high-level management of local, State, and federal governmental agencies on the most sensitive teacher certification programs and issues. The Director serves in a policy and decision-making role as a member of the Executive Staff and represents the Commission as a spokesperson on policy matters for teacher licensure.

**Minimum Qualifications** - Applicants must meet the following minimum qualifications:

**Either I** - Must be a State civil service employee with permanent civil service status.

**Or II** - Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

**Or III -** Must be a nonelected exempt employee of the Executive Branch for more than two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

**And -** Ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the Commission's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Commission's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, other government settings, or in a private organization):

- ❖ Broad administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

***Desirable Qualifications -***

- ❖ Executive level experience administering, evaluating, and implementing credential programs.
- ❖ Executive experience addressing policy issues, procedures, regulations, and statutes for teacher licensure.
- ❖ Demonstrated ability to supervise multi-disciplinary professional staff, participate in public forums, represent the Commission in teacher licensure matters, and serve in a consulting and coordinating capacity with other Commission functional areas statewide.
- ❖ Experience-based knowledge of managing in State government; experience in strategic planning, policy development, leadership, supervision, and organizational awareness.
- ❖ Broad and comprehensive knowledge of the Commission's roles and responsibilities.
- ❖ Knowledge of the California Education Code and federal and State regulations that apply to and impact the work of the Commission and the Commission's mission, goals, programs, and policies.
- ❖ Demonstrated success in developing and implementing organizational improvements and innovations, including technology.
- ❖ Experience working with a public board or similar body.
- ❖ Proven leadership skill as evidenced in effectively resolving major organizational policy issues or problems.
- ❖ Secure commitment to continuous improvement.
- ❖ Evidence of effective communication with internal and external constituencies.
- ❖ Demonstrated ability to foster and apply to principles of consultative governance, reflecting the use of strong collaborative decision making skills.
- ❖ Possess excellent oral and written communication skills.
- ❖ A master's or doctorate degree from an accredited institution.

**Personal Characteristics** - Demonstrated outstanding leadership skills with a solid record of achievement as an executive. Broad knowledge of education issues; excellent consensus building, negotiation, and communication skills; and reputation for honesty, integrity, strong character, and creative strategic thinking.

**Examination Information** - The examination process will consist of an Examination Application, STD 678 and Statement of Qualifications screening process by an evaluation committee. Applicants must submit a standard State application that clearly states their experience, periods of employment, and job titles; and a Statement of Qualifications, (in two pages or less) to specifically address why their knowledge and experience relative to the desirable qualifications, are applicable to this position. The evaluation committee will screen applications based on the identified minimum qualifications, the desirable qualifications for the position, and the competitive nature of each candidate's relevant experience. Based on the committee's evaluation of the competitive group, the most qualified candidates **may** be scheduled for an interview. The Executive Director will make the final selection. The results of this examination will be used only to fill the position identified on this examination bulletin. Candidates will be notified in writing of the examination results.

**How to Apply** - All applicants must submit an Examination Application, STD 678 and a Statement of Qualifications no later than 5:00 p.m., on August 18, 2006. Examination Applications and Statement of Qualifications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted. Examination Application, STD 678 is available and must be filed with:

California Commission on Teacher Credentialing  
Office of Human Resources  
Attention: Heidi Brida  
1900 Capitol Avenue  
Sacramento, CA 95814-4213  
<http://www.hbrida@ctc.ca.gov>  
(916) 322-6199

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

**Special Testing Arrangements** - If you have a disability and need specific testing accommodations, mark the appropriate box in Part 2 of the "Examination Application, STD 678." Applicants will be notified to make special arrangements.

Release Date: 08-03-06

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